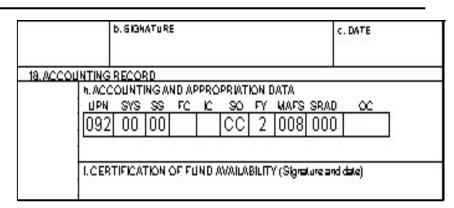# Account Codes Quick Reference Guide
Travel Manager System (v8.0) Dryden Flight Research Center

The list of accounting codes in Travel Manager includes the same basic information on the DFRC Form 372:

b. SIGNATURE		c. DATE

18. ACCOUNTING RECORD

h. ACCOUNTING AND APPROPRIATION DATA

UPN	SYS	SS	FC	IC	SO	FY	MAFS	SRAD	OC
092	00	00			CC	2	008	000	

I. CERTIFICATION OF FUND AVAILABILITY (Signature and date)

You will see this same information in Travel Manager in a different sequence:
UPN SYS SS . FC . OC . IC . Center ID . FY . FS . MA . SO. SRAD

Accounting Code [ ] Search Retrieve

Master Accounting Codes
Search Results

Organization	Label	Classification Code
24-C	24-CC2-09100000	0910000....24.2.6.00.CC.000
24-C	24-CC2-09100BIS	0910000....24.2.6.00.CC.BIS
24-C	24-CC2-09100IFM	0910000....24.2.6.00.CC.IFM
24-C	24-CC2-09125000	0910025.03...24.2.5.00.CC.000
24-C	24-CC2-09125BIS	0910025.03...24.2.5.00.CC.BIS
24-C	24-CC2-09125IFM	0910025.03...24.2.5.00.CC.IFM
24-C	24-CC2-09200000	0920000....24.2.8.00.CC.000

After selecting the correct accounting code, the Preparer will add the Function Code (FC), Item Code (IC) and Object Class (OC)

Label   24-CC2-09200000

Organization   24-CC

Accounting Codes

Program Code	0920000	Program Year	2
Function		Fund Source	8
Object Class		Meth of Auth	00
Reimbrs Code		Org Code	CC
Center ID	24	Part 10	000

UPN SYS SS

Single digit fiscal year

Fund Source (FS)
Travel is always "6" or "8"
Note: Training fees are always "5" or "7"

Meth of Auth (MA)
"00" for baseline travel dollars, "9x" for reimbursable travel

Sponsoring Org (SO)

Sub Rad (SRAD)

Enter OC (Object Class)
212X for UPN's 091/092
Otherwise, 211X or 213X for all other UPN/s

Dryden's center ID is 24

Enter the IC (Item Code) in the Reimbrs field.

Enter FC (Function Code)
Note:
Always "03" for training dollars

Travel Manager Help Desk:
276−2477
Netscape 4.7x   Internet Explorer 5.X
MAC Users must use IE